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Approved For Release 2002/01/07 : CIA-RDP78-05343A000100020033-9 14-0137

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5 FEB 1974

File

MEMORANDUM FOR: Deputy Directors and Heads of
Independent Offices

SUBJECT: Requirements for FY 1975 Congressional
Budget Preparation

1. As I mentioned at a recent morning meeting it is now time to prepare the FY 1975 Congressional Budget.

2. Attachment A reflects position and fund ceilings approved by the Director for budget presentation purposes. (At the July Program Review the real 1975 Operating Budget will be established based on the personnel reviews now in process by the A/DD's, etc.) Allotments will be revised at a later date to include the Congressional reduction of \$10.0 million and the October 1973 Pay Act requirements.

3. The same basic instructions and guidelines contained in the Call for Budget Estimates should be utilized in preparation of the Congressional Submission. In order to accommodate increased pay requirements effective October 1973, personal services estimates should be increased 3.39% for FY 1974 and 4.77% for FY 1975. Revised estimates for FY 1974 and FY 1975 should be developed within the ceilings provided. No changes should be made to the FY 1973 data.

4. Attachment B outlines the schedule for the Congressional Budget preparation. This schedule must be strictly adhered to in order for the Agency to be prepared to appear before Congressional Committees at an early date. In order to save time in meeting this schedule, narrative statements previously submitted should be utilized with only pen or pencil corrections rather than complete retyping. Xerox copies of these revision will be adequate for this submission.

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2 IMPACT 04 656360

An office organizational chart and functional statement need not be submitted unless there have been changes since the Budget Estimates submission.



[Signature] Acting Comptroller

Attachments
As stated

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